



DOUGLAS A. DUCEY
- GOVERNOR -

VICTORIA WHITMORE
- EXECUTIVE DIRECTOR -

ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD

1740 W. ADAMS ST., STE. 4600 ♡ PHOENIX, ARIZONA 85007

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VETBOARD.AZ.GOV

MINUTES

March 18, 2020

Board Room A, at 8:30 a.m.

1740 W. Adams Street, Board Room A

Phoenix, Arizona 85007

Members Present: Mr. Jim Loughhead, Ms. Jessica Creager, and Dr. Sarah Heinrich.

Members Telephonic: Dr. Darren Wright (arrived at 9:41am), Ms. Jane Soloman, and Ms. Nikki Frost, CVT.

Members Absent: Dr. Robyn Jaynes and Dr. J. Greg Byrne.

Staff and Legal Counsel Present: Ms. Victoria Whitmore, Executive Director; Mrs. Mary Williams, AAG (Assistant Attorney General); and Ms. Tracy Riendeau, CVT, Senior Medical Investigator.

I. CALL TO ORDER

Roll call: Victoria Whitmore at 8:30 a.m.

II. INITIAL INVESTIGATIVE REVIEWS

1.20-44, In Re: William Linney, DVM

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Soloman to schedule this matter for an **Informal Interview**. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

2.20-46, In Re: Sara Boyle, DVM

Attorney David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

3.20-47, In Re: Benjamin Savard, DVM

Dr. Savard was present with attorney David Stoll and made statements. After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to offer

Dr. Savard a **Consent Agreement**, adopting the Investigative Committee's proposed Findings of Fact and Conclusions of Law as the Board's Findings of Fact and Conclusions of Law. Motion passed 5 ayes, 1 absent.

- At 8:43am, a motion was made by Ms. Soloman to go into executive session for legal advice. Motion passed unanimously.
- At 8:50am, the Board entered back into open session.

After further discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to offer Dr. Savard a Consent Agreement that includes a period of **Probation for 1-year** to obtain an additional **2 hours of continuing education**, in addition to the statutory requirements to maintain licensure. Those 2 hours are to be in the area of soft tissue surgery. The Consent Agreement shall also include a **\$500 civil penalty** to be paid on or before the end of the Probationary period. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

4.20-48, In Re: John Samuelson, DVM

Attorney David Stoll was present to monitor. Ms. Mary Mooney was present and made statements. After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to accept the Investigative Committee's recommendations and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

5.20-49, In Re: ShanAnne Edwards, DVM

Attorney David Stoll was present to monitor. After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Heinrich to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

6.20-50, In Re: Patrick Paine, DVM

Attorney David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, nay; and Ms. Frost, aye. Motion passed 4 ayes, 1 absent, and 1 nay.

7.20-51, In Re: Catalin Petcu, DVM

After discussion and consideration, a motion was made by Ms. Soloman and seconded by Ms. Creager to accept the Investigative Committee's recommendation and dismiss this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

8.20-52, In Re: Melissa Johnson, DVM

Attorney David Stoll was present to monitor. After discussion and consideration, a motion was made by Dr. Wright and seconded by Ms. Creager to accept the Investigative

Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

9.20-53, In Re: Sarah Anderson-Kain, DVM

Ms. Jennifer Zurcher was present and made statements. After discussion and consideration, a motion was made by Ms. Frost and seconded by Dr. Heinrich to schedule this matter for an **Informal Interview** Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent.

10. 20-54, In Re: Jeannine Kinney, DVM

Attorney David Stoll was present to monitor. After discussion and consideration, a motion was made by Ms. Frost and seconded by Ms. Soloman to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

11. 20-55, In Re: Charles Cantrell, VMD

Mr. Claude Wood, III was present and made statements. After discussion and consideration, a motion was made by Ms. Frost and seconded by Dr. Heinrich to accept the Investigative Committee's recommendation and **dismiss** this issue with no violation. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, absent; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed 5 ayes, 1 absent (Dr. Wright).

III. INFORMAL INTERVIEWS - BOARD DELIBERATION AND ACTION

1. 19-60, In Re: Jeri Catherine Major, CVT

Ms. Major did not appear. After discussion and consideration, a motion was made by Ms. Soloman and seconded by Ms. Creager to schedule this matter to a Formal Hearing. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

IV. ADMINISTRATIVE REVIEW OF PREVIOUS ACTIONS

1. 20-15: In Re: Paul Barrett, DVM. Board may review, discuss, and take action to consider modifying the Findings of Fact in consent agreement offered.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to revise the proposed modifications and accept the Consent Agreement as modified. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, nay; and Ms. Frost, aye. Motion passed 5 ayes, 1 nay.

2. Board may review, discuss, and take possible action on decision in Stinnett v. Arizona State Veterinary Medical Examining Board, Case No. LC2018-000429-001-DT; Board may review, discuss, and take possible action on Board Case No. 18-47.

- At 10:49am, after discussion and consideration, a motion was made by Ms. Soloman and seconded by Ms. Creager to go into executive session for legal advice.

➤ At 11:08am, the Board entered back into open session.
Dr. Stinnett's attorney, Mr. Derrickson, was present and made statements. After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to direct the Assistant Attorney General to file an appeal and request a stay of decision. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

3. 19-37: In Re: Crystal Delano, DVM. Board may review, discuss, and take action on information received about lab test interpretation.

Ms. Whitmore updated the Board on her discussions with Dr. Delano. No action taken.

4. 20-07: In Re: Lorna Lanman, DVM. Board may review, discuss, and take action on completion of Consent Agreement requirements and may return license to Active status.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to accept Dr. Lanman's completed Consent Agreement requirements and return her license to Active status. Motion passed unanimously.

V. REPORTS, CORRESPONDENCE, REFERRALS AND OTHER BUSINESS

1. Board may review, discuss, and take action on request from the following individuals regarding the clarification of interpretation of A.R.S. § 32-2242(B) pertaining to Certified Veterinary Technician application requirements, per A.R.S. § 41-1001.02:

a. Christopher Norris

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager that Mr. Norris' Bachelor of Science in Environmental Sciences with emphasis in Biology and undergraduate certificate in Wildlife Ecology and Management would be considered the equivalent education to qualify for application for certification as a veterinary technician in Arizona. Motion passed 5 ayes, 1 nay (Ms. Frost).

b. Oxana Horta

After discussion and consideration, a motion was made by Ms. Frost and seconded by Dr. Heinrich that Ms. Horta's reported education would not meet the requirements of A.R.S. § 32-2242(B), due to Ms. Horta's Veterinary Technician education program not being accredited by the American Veterinary Medical Association and the Board not being able to verify her graduation. Motion passed unanimously.

2. Presentation by Dean Julie Funk, DVM and James Maciulla, DVM, Associate Dean of the University of Arizona College of Veterinary Medicine regarding the development, status, and future plans for the College. Board may discuss and take action in relation to the presented information.

Dean Dr. Funk and Associate Dean Dr. Maciulla were present, made statements, and answered questions regarding the development, status, and future plans for the University of Arizona College of Veterinary Medicine.

3. Board may review, discuss, and take action on request for approval of Continuing Education courses:

a. 2020 Pacific Veterinary Conference sponsored by the California Veterinary Medical Association, June 18-21, 2020.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to approve the 2020 Pacific Veterinary Conference sponsored by the California Veterinary Medical Association, June 18-21, 2020. Motion passed unanimously.

4. Board may review, discuss, and take action on veterinary license applications from:

a. Tyler Charbonneau

After discussion and consideration, a motion was made by Ms. Creager and seconded by Ms. Frost to approve applicant Tyler Charbonneau's application. Motion passed unanimously.

b. Tonina Desimone

After discussion and consideration, a motion was made by Ms. Creager and seconded by Ms. Soloman to approve applicant Tonina Desimone's application. Motion passed unanimously.

c. Elaine Volpe

After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Heinrich to approve applicant Elaine Volpe's application. Motion passed unanimously.

5. Board may review, discuss, and take action on April 10, 2020 Certified Veterinary Technician exam.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to approve the April 10, 2020 Certified Veterinary Technician exam. Motion passed unanimously.

6. Board may review, discuss, and take action on premises inspection results:

a. R1319: PetsVet Animal Hospital. Lorna Lanman, DVM

After discussion and consideration, the Board directed staff to perform an unannounced reinspection of PetsVet in the future.

b. R1339: Dreamy Draw Cat Hospital, PLLC. Heather Oyan, DVM

After discussion and consideration, the Board directed staff to perform an unannounced reinspection of Dreamy Draw Cat Hospital, PLLC in the future.

7. Board may review, discuss, and take action on annual review of Board member training program.

The Board made no changes to the training program options.

8. Board may review, discuss, and take action on information from Roxanne Benally, DVM regarding reportable charges noted on 2018 renewal application.

No action taken.

9. Board may review, discuss and take action on veterinary license reinstatement from:

a. Jamie Perkins, DVM

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to reinstate Dr. Perkins's veterinary license. Motion passed unanimously.

10. Board may review, discuss and take action on C-20-07, Brad/Unlicensed Crematory Premise.

After discussion and consideration, a motion was made by Ms. Creager and seconded by Dr. Heinrich to close the matter. Motion passed unanimously.

11. Board may review, discuss and take action on C-20-06, Landon Ames/Unlicensed Practitioner.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Dr. Wright to issue Dr. Ames a Cease and Desist, refer the case to the County Attorney's Office and the Attorney General's Office. Motion passed unanimously.

12. Board may review, discuss, and take action on veterinary licenses pending receipt of issuance fee:

- a. Monica Bautista
- b. Ashley Kramer
- c. Allison Michael
- d. Mark Secor
- e. Crystal Van Lom
- f. Lea Ann Walker

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to approve the above veterinary licenses pending receipt of insurance fee. Motion passed unanimously.

13. Board may review, discuss, and take action on proposed legislation:

- a. HB 2772: veterinarian licensure: shelter-owned animals
- b. HB 2690: state agencies; veterans' status; inquiry
- c. HB 2740: barbering, cosmetology, massage therapy; consolidation
- d. HB 2181: animal crematories; licensure; funeral board
- e. SB1274: professional regulatory boards; composition
- f. HB1211: administrative rules; expiration; legislative extension
- g. HB2537: cat declawing; prohibitions; exceptions
- h. HB2809: professional licensure fees; waiver; reduction
- i. SB1089: public records requests; contact information
- j. SB1507: administrative review of agency decisions
- k. HB2184: occupational and professional licensure; notice
- l. HB2288: state licensing; fee waiver
- m. HB2359: license denial prohibited; drug convictions
- n. HB2536: telemedicine; health care providers
- o. HB2713: agency actions; procedures; fee awards

Ms. Whitmore updated the Board on the above proposed legislation. No action taken.

14. Board may review, discuss, and take action on information pertaining to medical stenographers performing ultrasounds on animals without veterinarian supervision.

No action taken.

15. Board may review, discuss, and take action on agency continuity of operations plan and related actions due to the Governor's Declaration of Emergency and issues related to the COVID-19 outbreak.

Ms. Whitmore updated the Board that due to the Governor's Declaration of Emergency the agency has a proposed plan for the continuity of operations for the COVID-19 outbreak:

-- After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Soloman, to cancel in-person exams and offer veterinary and certification applicants an open-book, emailed exam indefinitely. Motion passed unanimously.

-- After discussion and consideration, a motion was made by Ms. Soloman and seconded by Ms. Creager to taper off premises inspections, complete the currently scheduled premises inspections, then create and provide a self-inspection document for premises applicants. Motion passed unanimously.

-- After discussion and consideration, the Board directed staff to work with the Governor's office to allow for a delay of fee collection or divert fees to another agency with the ability to collect fees the agency for applicants, as needed.

-- After discussion and consideration, the Board directed staff to cease all further Investigative Committee meetings and their case reviews. Cases that impact the public welfare and safety will be presented to the Board as usual.

16. Executive Director Report

a. April 15th meeting status and future meetings

The Board directed staff to hold no other in-person meetings until otherwise noted due to COVID-19.

b. Complaint/Investigation process enhancements

Ms. Whitmore updated the Board regarding enhancements in the Complaint investigation process.

c. Certified Veterinary Technician (CVT) application process change update

Ms. Whitmore advised the Board that progress is being made with the CVT application process change.

17. Board may review, discuss, and take action, including opening an investigative case and offering an Interim Consent Agreement regarding reportable charges disclosed by Leon Ford, DVM.

Dr. Ford was present with attorney Tosca Henry, made statements and answered questions.

➤ At 10:04am, a motion was made by Dr. Heinrich and seconded by Ms. Soloman to go into executive session. Motion passed unanimously.

➤ At 10:24am, the Board entered back into open session.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Creager to open an investigation regarding Dr. Ford's conduct. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

After further discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Soloman, to offer Dr. Ford an Interim Consent Agreement (ICA), suspending his veterinary license until he undergoes a substance abuse evaluation and a psychological evaluation by Board approved health care providers. Appointments are to be made within 10 days of the effective date of the ICA. The ICA is to be signed by Monday, March 23, 2020; if not signed the matter will be scheduled for an Informal Interview. Roll call: Ms. Creager, aye; Dr. Heinrich, aye; Mr. Loughhead, aye; Dr. Wright, aye; Ms. Soloman, aye; and Ms. Frost, aye. Motion passed unanimously.

18. Board may review, discuss, and take action to grant authority to the Board's executive director to issue and approve licenses, certifications, and reinstatements per A.R.S. §32-3123.

After discussion and consideration, a motion was made by Dr. Heinrich and seconded by Ms. Soloman to give Ms. Whitmore interim authorization, for 90 days, to approve licenses, certifications, and reinstatements per A.R.S. § 32-3123. Motion passed unanimously.

19. Board may review, discuss, and take action to issue temporary veterinary licenses if the applicant meets the requirements of A.R.S. §32-3124.

After discussion and consideration, a motion was made Dr. Heinrich and seconded by Ms. Creager to issue temporary veterinary licenses if the applicant meets the requirements of A.R.S. § 32-3124. Motion passed unanimously.

VI. REVIEW AND APPROVAL OF MINUTES

a. February 19, 2020 Regular Session

After discussion and consideration, a motion was made by Ms. Soloman and seconded by Ms. Creager to approve the February 19, 2020 Regular Session minutes as amended. Motion passed 5 ayes, 1 abstention (Ms. Frost).

b. February 19, 2020 Executive Session

No quorum. Tabled to future Board meeting.

VII. CONSENT AGENDA

A. Approval to take Veterinary State Exam

1. Altizer, Jeri (R)
2. Aramendi, Jesus (E)
3. Browne, Courtney (R)
4. Cespedes, Melissa (R)
5. Chetner, Emily (R)
6. Deale, Spencer (R)
7. Gans, Samantha (R)
8. Krakoff, Emma (R)
9. Leavitt, Kelsie (R)
10. Lundquist, Kristin (R)
11. Moghaddam, Rachael (R)
12. Ogrodny, Andrzej (R)

13. Pratas, Anna (R)
14. Richert, Anita (E)
15. Rocheleau, Wayne (R)
16. Sanger, Ashleigh (R)
17. Schaff, Amanda (R)
18. Sirota, Irina (R)
19. Tillotson, Tara (R)
20. Vasquez, Gwendolyn (R)
21. Vega, J. Marcos (E)
22. Gouker, Zane (R)
23. Grochowsky, Adam (E)
24. Hammerschmidt, Jessica (R)
25. Iapoce, Nicholas (R)
26. Kelsey, Samantha (R)
27. Park, Sherry (R)
28. Prince, B. Craig (E)
29. Ryan, Sarah (R)
30. Sampayan, Kelsey (R)
31. Schleisman, Rebecca (R)
32. Sitzman, Megan (R)
33. Streiff, Diane (R)
34. Walker, Whitney (R)
35. England, Brandon
36. Jensen, Katherine
37. Nelson, Gaberail
38. Parker, Jennifer
39. Russo, Suzanne
40. Zeigler, Mariah

Approval to take Veterinary State Exam granted.

B. Approval of Premises Licenses

1. R3420: Banfield Pet Hospital #1017. New Responsible Veterinarian. Grace Brown, DVM
2. R3421: The Parker Project. New Premises. Karter Neal, DVM
3. R3423: Prescott Area Pet Emergency Hospital. New Responsible Veterinarian. Shantibhushan JHA, DVM
4. R3427: VCA Del Lago Animal Hospital. New Responsible Veterinarian. Emily Marias, DVM
5. R3434: Dr. Jodie's Integrative Consulting, PLLC. Peoria Pet Market. New Premises. Jodie Gruenstern, DVM
6. R3422: Serenity In Home Pet Euthanasia. Address Change. Ryan Pearce, DVM
7. R3430: All About Restful Pets. New Responsible Veterinarian. Michelle Fox, DVM
8. R0713: Dynamite Creek Animal Hospital. Thomas Hutchison, DVM

B (2) removed from Consent Agenda.

Approval of Premise Licenses granted.

C. Approval of Random Premises Inspections

1. P0497: Animal Care Clinic of Prescott. Frank Coburn, DVM
2. R0623: Desert View Mobile Veterinary Clinic. Carol Holgate, DVM
3. R0939: All-Star Animal Hospital. Mathew Ericksen, DVM
4. R1113: Mark F. Fink, DVM. Mark Fink, DVM

5. R1960: VCA Thumb Butte Animal Hospital. Lawrence Z. Zahorecz, DVM
6. R2111: Healing Wise Holistic Veterinary Care, LLC @ Arcadia Puff & Fluff Grooming. Jaqueline Allgire, DVM
7. R2035: Southwest Veterinary Surgical Service PC. Bradford Dixon, DVM

C (2) Removed from Consent Agenda.

Approval of Random Premises Inspections granted.

D. Approval to take Veterinary Technician Exam(s)

1. Armijo-Carver, Athena

Approval to take Veterinary Technician Exam granted.

E. Approval of Certified Veterinary Technician Reinstatements

1. Gray, Erika
2. Stewart, Becky

Approval of Certified Veterinary Technician Reinstatements granted.

F. Approval of Name Change/Change of Scope Request

1. R0623: Desert View Mobile Veterinary Clinic. Name Change & Add Mobile Unit. Carol Holgate, DVM
2. R0960: Dermatology Clinic For Animals. Add Mobile Unit. Thomas Lewis II, DVM
3. R2027: Dermatology For Animals, PC. Add Mobile Unit. Thomas Lewis II, DVM
4. R0713: Dynamite Creek Animal Hospital. Add Mobile Unit. Thomas Hutchison, DVM

Approval of Name Change/Change of Scope Request granted.

G. Approval of Veterinary Temporary Permits

1. Hammerschmidt, Jessica
2. Schleisman, Rebecca

Approval of Veterinary Temporary Permits granted.

H. Approval of State Employee License

1. Cohen, Kimberly

Approval of State Employee License granted.

I. Approval of Veterinary Licenses

1. Helmueller, Laura
2. Miller, Rose
3. Spronk, Gordon

Approval of Veterinary Licenses granted.

After discussion and consideration, a motion was made by Dr. Wright and seconded by Ms. Soloman to approve the Consent Agenda as amended. Motion passed unanimously.

Items Removed from Consent Agenda

B (2) and C (2).

After discussion and consideration, a motion was made by Dr. Wright and seconded by Ms. Creager to approve pending compliance. Motion passed unanimously

VIII. SUMMARY OF CURRENT EVENTS

No Summary of Current Events.

IX. CALL TO PUBLIC

No members of the public were present.

X. ESTABLISHMENT OF FUTURE MEETING DATE

The next regular meeting will be held on **Wednesday, April 15, 2020**, beginning at 8:30am at 1740 W. Adams St., Board Room "A," Phoenix, Arizona, 85007.

XI. ADJOURNMENT

The meeting adjourned at 1:48pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Victoria Whitmore", is written over a horizontal line.

Victoria Whitmore, Executive Director